



WASHINGTON STATE
**HOUSING FINANCE
COMMISSION**

Ms. Karen Miller
Chair
Mr. Kim Herman
Executive Director

memorandum

TO: Property Owners and Managers
FROM: Asset Management & Compliance Division
SUBJECT: Tax Credit Compliance Resident Forms Revisions – #3-2017

The Asset Management & Compliance Division has published revisions to several of our resident forms as of November 2017. Consequently, we are publishing a list of the revisions to aid you in identifying the changes made.

To be notified immediately when compliance resources have been updated, sign up for our E-News Compliance newsletter at <http://www.wshfc.org/managers/BroadcastEmail.htm>.

FORMS REVISIONS:

RESIDENT ELIGIBILITY APPLICATION (REA):

Updated the Instructions pages only. Added language to reinforce that site staff is only to complete the very top portion and that they should only assist residents in completing this form as a reasonable accommodation when the resident has no one else to assist them.

HOUSEHOLD ELIGIBILITY CERTIFICATION:

Changed the order of the student exceptions on page 2 of 3 to match the order on the *Student Certification* and in WBARS.

EMPLOYMENT VERIFICATION:

Updated the instructions pages only. Added email as an acceptable means of sending/receiving form from employer and added requirement to document three attempts over 2 week period before moving to alternate verification format.

SELF-EMPLOYMENT VERIFICATION:

Added note that if the applicant is not submitting prior year's tax return (and it is not a new business) they must document why.

ANNUITY, STOCK VERIFICATION, OR 401(K) ACCOUNT:

Added question as to whether account holder can access funds and if there would be a penalty and/or taxes due at that time.

COMPLIANCE CHECKLIST:

Changed order of student-related verification forms to match the upcoming Forms Webinar.